

STATE OF NEW JERSEY



COUNTY CONSTRUCTION BOARD OF APPEALS

C470000-001

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY NUMBER C470000	SCHEDULE NUMBER 001	PAGE NUMBER 1 OF 2
DEPARTMENT Construction Board of Appeals DIVISION BUREAU		AGENCY REPRESENTATIVE TITLE (AREA CODE) TELEPHONE NUMBER		
SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.				
AGENCY REPRESENTATIVE SIGNATURE <i>Cesar Acunione</i>		DATE <i>10/20/93</i> <i>Aug. 25, 1993</i>	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE <i>Wary B. Rolio</i>	DATE <i>Aug. 25, 1993</i>
RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY RECORDS CENTER DISPOSITION		
0001-0000	Construction Board of Appeals Case File			
	Case file of residents who, having had a dispute with the municipal construction official or any of the municipal subcode officials, have filed an appeal with the County Construction Board of Appeals. The file may contain appeals with a decision, appeals that were withdrawn, and disputes that were settled prior to an appearance before the Board. File contains:			
[0001-0001]	Decision of the Construction Board of Appeals (Resolution Copy), Extension of Time for Board to Render a Decision, Letter of Acknowledgement of the Appeal, Notice of Violation and Order to Terminate, Notice of Order of Penalty, filing fee receipt, voting ballot, Application to the Construction Board of Appeals, certified mail receipts, fee acknowledgment letter from the hearing, Rules of Procedure, Public Meeting Legal Notice, Public Meeting Legal Notice voucher and bill, letter of complaint from resident or municipality, correspondence, and supporting documentation.			
[0001-0002]	Original Decisions (Resolutions) are maintained by the Construction Board of Appeals and copies are sent to: New Jersey Department of Community Affairs, the appellant or his/her attorney, the construction official, and the municipal attorney.			
[0001-0003]				

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		
		AGENCY	RECORDS CENTER	DISPOSITION
0001-0004	Construction Board of Appeals Case File (With Decision/Prior Settlement)	10 yrs after case closed		Destroy
0001-0005	Construction Board of Appeals Case File (Withdrawn)	1 yr		Destroy
0002-0000	Construction Board of Appeals Case Log Book Contains: filing date, case number, name of appellant, municipality, hearing date, disposition, list of the board members, information on advocates for disabled, and list of fire subcode officials.	Permanent		Permanent
0003-0000	Construction Board of Appeals Tape Recordings of Proceedings (Audio or Video)	1 yr or until summary of minutes is approved or transcript of meeting where an appeal has been taken, whichever is later		Destroy